

Parks and Recreation Commission Meeting

Oakbourne Mansion
1014 S. Concord Road, Westtown, PA
10 June, 2014, 7:30pm

In attendance were: Chair Bridget Brown, commission members Jennifer Shea-Schwacke, Deb Litman-Goch, Maria Klang, and Township Manager, Rob Pingar.

I. Call to Order

Bridget called the meeting to order at 7:37pm.

II. Approval of Minutes (April 8, and May 13, 2014)

Deb made a motion to approve the April and May minutes, seconded by Bridget. The minutes were approved.

III. Old Business

A. Oakbourne Mansion Website

Jason Lisi provided a proposal for the website. Bridget contacted Dan Mathers of WC Press, who also provided a proposal for comparison. Their estimate was \$1200, but does not include some of the search engine options that Jason's proposal provides, and they don't do maintenance services. A third proposal was provided by Joe Warner of 20/10 Design, who is also a township resident.

They are looking for someone to create a turn-key website that the commission could be trained to maintain.

B. Concert by West Chester Community Concert Band

The concert has been confirmed for Friday, June 20, with a rain date of June 21. Deb rented the 80 chairs for the orchestra and they will be delivered Friday. The band and Woodside Creamery have been paid. Jen will coordinate with Mark for chair set up and parking. Everyone said they would attend. There is a kids running event behind the mansion on Friday, but Bridget has worked with Bill Dawson to make sure the concert doesn't impact their event.

C. Movie Night June 27 – Frozen

Big Air has been confirmed and deposit paid. The Commission decided not to sell snacks because it is too much effort for too little profit.

D. Health and Fitness Report

Registration for the summer session has been sparse. Maria thought it would be nice to have pay by the class arrangement, but that is not feasible. The classes will be advertised in the Gazette, along with a tickler for the Fall and Winter sessions. If Maria doesn't get enough people to hold class, then she will teach from her home to keep them engaged.

Currently, the classes are open only to participants 18 years old and up. Maria thought Mom and child classes would be a hit, and the Commission agreed. She is going to present the idea to the Board for approval.

E. Park Sign Installation Update

Bridget has not been able to get in touch with Patrick McDonough regarding the sign. He had prepared a design plan, which has been sent to Chester County Masonry and another mason for estimates. The job would likely exceed \$10,300 and would therefore require bids. Bridget will email Mark to see if he can assist with contacting Patrick.

F. WC Press Ad Update

Bridget distributed the current ad for the Commission to see. The first ad appeared in the May Bridal Issue. P&R decided to run ads in the September issue for holiday rental advertising, and in January for summer wedding bookings

G. Lego Camp August 16

Bridget sent a flyer to Pam for the newsletter. There will be two age-based classes, held in the mansion. Registration will be informal, taken at the office. The Bricks 4 Kids woman is a township resident.

H. Lyme Disease Presentation

Bridget has scheduled the presentation for the August 12 meeting. Pam has a write up for the newsletter, and it will be sent on the listserv when it gets closer.

IV. New Business

A. P & R Commission Status

Deb contacted the people who said they would be interested in helping P&R. Four people said they would help in a limited capacity, but not in an ongoing manner. The Commission discussed reaching out by phone to try to get others from the list of volunteers from the open space survey.

B. Halloween Event

This event would be similar to the Christmas event, in terms of preparation. The Commission discussed the viability of this event, considering their limited manpower. Deb will contact Thornbury Township to see about collaborating on the event. Maria could not commit to assisting with this event due to

C. Facebook/CYS Distribution List

Jen is going to work with Pam to go over the Facebook page and the yard sale distribution list.

V. Non-Agenda Items & Public Comment

Bridget asked about the artwork. Rob stated that he and Pam had come over and looked at the artwork and noticed that all the pictures were winter scenes. He said they are planning to meet with the artist to see some of his other work.

Bridget went to purchase Walkie Talkies at Costco and they were no longer selling them.

VI. Action Items

All – Review website estimates and email input to Bridget.

Pam – Print 15 color flyers for Lego Day Camp for Jen.

Jen – Coordinate concert parking with Mark.

Deb – Contact the 7 potential volunteers by phone. Divvy up the volunteer list for follow up phone calls by P&R and the office staff.

Bridget – Contact Mark about the park sign and inability to connect with Patrick McDonough.

VII. Adjournment

Bridget adjourned the meeting at 8:34.